

Charity Commission Reference Number: 1176729

**NEW SURREY PERFORMING ARTS LIBRARY
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE FINANCIAL YEAR 1 APRIL 2022 TO 31 MARCH 2023**

**BULLIMORES LLP
Chartered Accountants
Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF**

NEW SURREY PERFORMING ARTS LIBRARY
SIGNIFICANT INFORMATION
FOR THE FINANCIAL YEAR 1 APRIL 2022 TO 31 MARCH 2023

TRUSTEES: Carol Hall
Su Kingsley (appointed 14 March 2023)
Sharon Moloney
Paul McKay
Kate McWhirter
Ges Ray
Mark Welling
Anna Wright

REGISTERED OFFICE: Bourne Hall
Spring Street
Ewell
Epsom
KT17 1UF

BANKERS: (1) CAF Bank; (2) Santander

ACCOUNTANTS: Bullimores LLP
Old Printers Yard
156 South Street
Dorking
Surrey
RH4 2HF

NEW SURREY PERFORMING ARTS LIBRARY

TRUSTEES' REPORT

FOR THE FINANCIAL YEAR 1 APRIL 2022 TO 31 MARCH 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

New Surrey Performing Arts Library ("NewSPAL" or the "CIO") was formed on 18 January 2018 as a Charitable Incorporated Organisation and is governed by a constitution based on the Foundation model for CIOs. Apart from the first Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees.

OBJECTIVES AND ACTIVITIES

The charity's objectives are the promotion, improvement, development and maintenance of public education in, and appreciation of, the art and science of music, drama and other performing arts through the provision of a lending library of musical, dramatic and other performing arts material and literature. In setting our objectives, the Trustees have considered the Charity Commission's public benefit guidance.

ACTIVITY DURING THE ACCOUNTING PERIOD

On 22 August 2022 NewSPAL commenced operations pursuant to agreements reached with Surrey County Council ("SCC") under which NewSPAL (i) occupies certain dedicated space within Ewell Library (contributing on an agreed basis to the property-related overheads attributable to that space) and (ii) manages on a wholly independent basis the collection (the "SPAL collection") of performing arts materials owned and formerly managed by SCC (initially for a two year trial period ending in August 2024).

Activity during the period from 1 April 2022 to 21 August 2022 was accordingly intensive preparation for the commencement of operations on 22 August while activity on and after 22 August 2022 related primarily to the operations of NewSPAL as a lending library of performing arts materials.

Key developments during the accounting period were the following:

- Gabrielle Gale (NewSPAL's previously contracted Start-up Manager) oversaw the final preparations for the start of operations in August 2022 after which her contract terminated.
- In Spring 2022, NewSPAL started the process of appointing a Library Manager and a Deputy Library Manager (both to work part-time). The posts were advertised nationally and attracted a number of candidates. Appropriately qualified candidates were interviewed (either in person or by Zoom) by a panel of trustees against key criteria. As a result of this process, Neil Collins was appointed as Library Manager (he commenced work in July 2022) and Dimitri Chrysostomou was appointed as Deputy Library Manager (he commenced work in August 2022).
- In collaboration with SCC, all advance reservations of stock made with SCC before the commencement of operations were smoothly and efficiently transferred to and processed by NewSPAL. As expected, former users of the SPAL collection when it was under SCC management have, for the most part, registered as users with NewSPAL and have found the transition to NewSPAL's operating systems and terms and conditions efficient and straightforward.
- The number of registered user groups (i.e. groups registered to borrow orchestral sets, choral sets or play sets) has increased in each month of operations. By the financial year end NewSPAL had 213 music groups registered; 58 drama groups registered; and 104 individual members (entitled to borrow individual items such as chamber music and books). The main source of income for NewSPAL is charges for the hire of sets of performing arts stock. By the financial year end, NewSPAL had made 631 loans of sets to registered groups (372 loans of orchestral or choral sets; 259 loans of play sets) and had generated income (including one-off registration fees and other charges) of £32,260.
- Following the start of operations, NewSPAL has embarked on a programme of actions to raise awareness of NewSPAL and its collection.
- In January 2023 a reception was held at Bourne Hall for all those who had contributed (whether financially or in other ways) to the NewSPAL project. The costs of the reception were sponsored by a number of supporters.

NEW SURREY PERFORMING ARTS LIBRARY

TRUSTEES' REPORT (continued)

FOR THE FINANCIAL YEAR 1 APRIL 2022 TO 31 MARCH 2023

FINANCIAL REVIEW

In the first part of the accounting period (until 21 August), NewSPAL was in the final stage of preparing for the commencement of operations, involving the set-up of operational systems, furniture and equipment in NewSPAL's dedicated space in Bourne Hall, the recruitment of permanent staff and implementing (in collaboration with Surrey Libraries) the arrangements for the transition of the management of the collection from Surrey Libraries to NewSPAL. Accordingly for this period, it did not have any operational income and all income received was in the form of donations or grants from supportive individuals, groups and foundations (including, where available, GiftAid reclaimed from HMRC). During this period, there was significant one-off investment in the necessary furniture, equipment and signage to support operations.

In the second part of the accounting period (from 22 August) NewSPAL has been generating income from operations while still benefitting from donations (including, where available, GiftAid), including donations in kind (for example, of potential stock to add to the collection). NewSPAL is registered for VAT and is able to recover VAT incurred.

Total expenditure during the whole of the accounting period was £94,148. Apart from expenditure incurred for the proper administration and governance of the CIO, all expenditure during the financial period was either project-related (before 22 August) or used to support operations.

More information on income and expenditure can be found in the financial statements in this document.

During the accounting period, expenditure exceeded income. The Trustees expect income to increase as more groups and individuals (from all over the United Kingdom) involved in amateur music-making and amateur drama activity find out about NewSPAL and the extent, range and accessibility of its collection. The CIO is operating in an environment that differs significantly from that envisaged when it was first established. In particular the effect of the coronavirus pandemic has directly and indirectly impacted on the CIO's position. Amateur music and drama activities were severely curtailed and recovery has been slower than in many other parts of the economy, making income forecasting difficult. The withdrawal of the offer of a rent-free building by Woking Borough Council (as reported in last year's Trustee review) has in turn impacted on NewSPAL's costs. As NewSPAL is not publicly funded, it has to ensure that income exceeds costs if it is to be able to continue in operation.

The Trustees continuously review the CIO's results and forecasts, and intend to formally review the long-term financial viability of NewSPAL (in consultation with Surrey Libraries) towards the end of the initial two-year trial period (which ends in August 2024).

The Trustees intend to ensure that at all times the CIO has sufficient funds to permit an orderly winding up should that ever become necessary.

PAYMENTS TO TRUSTEES

In the accounting period, £2,000.00 was paid to Kate McWhirter (a Trustee) under a contract for her services as Acting Project Manager which ended on 31 March 2022. The only other payments made to any of the Trustees in the accounting period were £1,121.00 to Mark Welling, £844.00 to Kate McWhirter and £69.10 to Anna Wright as reimbursements of expenses incurred.

ASSETS AND RESERVES

At 31 March 2023 the CIO had total net assets (cash at bank and in hand) of £64,040.

The Trustees do not consider it appropriate during the two-year trial period to designate any funds as a formal reserve. The Trustees do, however, regularly review the financial position of the CIO and regularly up-date the CIO's budget and cash-flow projections to ensure that at all times the CIO is able to meet its committed expenditure and other debts as they fall due.

NEW SURREY PERFORMING ARTS LIBRARY
TRUSTEES' REPORT (continued)
FOR THE FINANCIAL YEAR 1 APRIL 2022 TO 31 MARCH 2023

INCOME DISTRIBUTION

The Trustees consider that all distributions of income made during the accounting period were consistent with its charitable purposes.

PUBLIC BENEFIT

In exercising their powers and duties the Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Approved and signed on behalf of the Trustees:

Mark Welling

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Chairman – Mark Welling

Date: 26 September 2023

NEW SURREY PERFORMING ARTS LIBRARY
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE PERIOD FROM 01 APRIL 2022 TO 31 MARCH 2023

I report to the trustees on my examination of the accounts of NewSPAL (the CIO) for the period ended 31 March 2023, which are set out on pages 7 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Name of principal: Margaret Brett FCA

Name of firm: Bullimores LLP Chartered Accountants
and Registered Auditors

Address: Old Printers Yard
156 South Street
Dorking
Surrey RH4 2HF

Date : 9th October 2023

NEW SURREY PERFORMING ARTS LIBRARY
FOR THE PERIOD FROM 01 APRIL 2022 TO 31 MARCH 2023

The receipts and payments account set out on page 7 for the financial period ended 31 March 2023, and the statement of assets and liabilities at that date set out on page 8 together with the notes set out on page 9 are approved by the Trustees.



K McWhirter - Treasurer

Date: 26 September 2023

NEW SURREY PERFORMING ARTS LIBRARY

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD FROM 01 APRIL 2022 TO 31 MARCH 2023

	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total Funds £	2022 Total Funds £
RECEIPTS				
Donations received (including related Gift Aid)	32,755	1,550	34,305	29,340
Grants received	-	10,000	10,000	-
Bank interest	97	-	97	-
Hire charges	32,260	-	32,260	-
Services	852	-	852	-
VAT on hire charges/services	173	-	173	-
Misc receipt	2	-	2	-
VAT refunds from HMRC	3,875	-	3,875	-
TOTAL RECEIPTS	70,014	11,550	81,564	29,340
PAYMENTS				
Bank charges	1,099	-	1,099	637
Bookkeeping	2,247	-	2,247	476
Insurance	143	-	143	137
Computer expenses	-	1,982	1,982	-
Legal and professional fees	974	-	974	935
Office expenses, repairs and maintenance	608	379	987	23
Printing, postage and stationery	2,568	519	3,087	75
Advertising	57	-	57	-
Rent & service charges	13,776	-	13,776	-
Salaries	26,395	-	26,395	-
Project management fees	17,700	-	17,700	13,725
Software	5,041	-	5,041	5,562
Staff training and recruitment	-	2,755	2,755	1,140
Subscriptions	223	-	223	365
Travelling expenses	72	-	72	42
Trustee expenses	69	-	69	-
Events	-	1,314	1,314	-
Furniture and equipment	87	6,022	6,109	-
Direct postage and packaging costs	2,462	-	2,462	-
Stock purchases	633	236	869	-
VAT incurred on payments	6,787	-	6,787	-
TOTAL PAYMENTS	80,941	13,207	94,148	23,117
NET (DEFICIT)/SURPLUS FOR THE YEAR	(10,927)	(1,657)	(12,584)	6,223
Bank balances at 01 April 2022	73,869	2,755	76,624	70,401
Transfer between Funds	-	-	-	-
Total Cash funds at 31 March 2023	62,942	1,098	64,040	76,624

NEW SURREY PERFORMING ARTS LIBRARY

STATEMENT OF ASSETS AND LIABILITIES

AT 31 MARCH 2023

	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total Funds £	2022 Total Funds £
MONETARY ASSETS				
Bank current accounts	62,942	1,098	64,040	76,624
TOTAL ASSETS	<u>62,942</u>	<u>1,098</u>	<u>64,040</u>	<u>76,624</u>

Approved and signed on behalf of the Trustees:



M Welling - Chairman



K McWhirter - Treasurer

Date: 26 September 2023

NEW SURREY PERFORMING ARTS LIBRARY
NOTES TO THE ACCOUNTS
FOR THE PERIOD FROM 01 APRIL 2022 TO 31 MARCH 2023

Basis of Accounts

The accounts have been prepared on a receipts and payments basis in accordance with S133 of the Charities Act 2011.

Trustee Payments and Expenses

During the period £2,000 was paid to Kate McWhirter, a trustee, in relation to services supplied.

During the period expenses were reimbursed to Mark Welling (£1,121), Kate McWhirter (£844) and Anna Wright (£69).